



MICHIGAN PUMP OUTS

Michigan Boating Pumpout Grant Program

HANDBOOK

Michigan Department of Natural Resources Mission Statement

The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the State's natural resources for current and future generations.

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For information or assistance on this publication:

Telephone: 517-248-7268 (517-28-GRANT) | On the web at www.michigan.gov/dnr-grants

This publication is available in alternative formats upon request.

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Introduction

Public and private marinas have the opportunity to secure new pumpout and dump stations or upgrade their existing facilities thanks to the Michigan Boating Pumpout Grant Program, a federally subsidized, grant-in-aid program. This program was created through enactment of the Federal Clean Vessel Act (Public Law 102-587, Subtitle F) of 1992, and is administered by the U.S. Fish and Wildlife Service (USFWS) through state agencies. The act authorized the USFWS to make grants to states to construct/renovate pumpouts and dump stations and for implementing associated education programs.

The grant funding for the Michigan Boating Pumpout Grant Program comes from the Sport Fish Restoration account of the Aquatic Resources Trust Fund, commonly known as the Wallop-Breaux Fund. In conjunction with the grant program, participating coastal states conduct a comprehensive survey and plan to determine existing capabilities of recreational boating facilities for marina sewage waste disposal. It also provides information needed to evaluate current and projected market needs in order to upgrade and expand availability of pumpouts and dump stations.

All pumpouts and dump stations provided for under the Michigan Boating Pumpout Grant Program are available for public use. A list of all marinas that have received grants for the installation of pumpouts or dump stations is available by contacting the Michigan Department of Natural Resources.

Program Requirements

- Grant limits
 - Varies by scope of project. Total available funding is approximately \$200,000 annually.
 - Grants are funded up to 75% of the eligible project cost with a 25% match provided by the marina. Grants can be used for the cost of a pumpout, holding tank, and minor installation costs (e.g., plumbing and electrical), and for maintenance, education/outreach, and any other eligible activities. See more details below under “Eligibility.”
 - Any facility accepting grants must make pumpouts available to the public at a maximum charge of \$5 per pumpout.
- Match requirements
 - Upon federal approval, a grant agreement between the state of Michigan and the marina will be signed, reflecting 75% of the total costs provided by the pumpout grant and 25% of remaining costs provided by the marina. The matching funds provided by the marina can be either through cash or “in-kind” services such as labor. In-kind services must be documented through, for example, timesheets.

- For calculating the match, see below, “Example: How to Fill Out the Estimated Project Budget Sheet.”

Eligibility

Both private and public boating facilities are eligible for grant funds as long as they are open to the public. Eligible projects primarily include dump stations, additional pumpouts at large boating facilities, pumpouts for mooring facilities with a minimum of 15 slips, and upgrading of older pumpout systems.

Example of projects include:

- Construction, renovation, operation, and maintenance of pumpout and dump stations including floating restrooms used solely by boaters.
- Education/information programs to educate/inform recreational boaters about environmental pollution resulting from sewage discharges from vessels.
- Activities involved with holding, transporting, and getting sewage treatment facilities to accept sewage.

Examples of eligible costs include

- Engineering, up to 30% of the total project cost (can be incurred up to a year prior to the project period start date, which is the date that a grant contract between State of Michigan and the marina is fully executed)
- Administrative costs (can be incurred up to a year prior to the project period start date, which is the date that a grant contract between State of Michigan and the marina is fully executed)
- Permitting
- Cost of pumpout and dump station equipment
- Cost of forward lift station, if needed
- Cost of grinder pump, if needed
- Reduced pressure backflow prevention device
- Some shore works, determined by project
- Cost for new or renovated float or part of float, also if shared with fuel dock
- A limited amount for piles and pile driving, determined by project
- PVC piping for pumpout/dump station to holding tank or sewer hook-up
- Plumbing costs to hook-up facility

- Cost to run non-potable water for dump station use
- Sewer hook-up costs
- Electrical wiring and supplies needed to power pumpout and lighting
- Labor to install and maintain equipment, plumbing, and electrical
- Costs necessary to allow municipal sewage treatment plants to accept boat-generated sewage
- Signage providing use instructions and information about the facility, such as hours of operation, seasonal closures, etc.
- Improving or upgrading an existing pumpout system. Examples include: installing a larger holding tank or adding a forward lift station
- Maintenance and operation for the period of the grant (usable life of equipment or 10 years, whichever is longer)
- Sales tax on equipment purchased
- Shipping costs for pumpout equipment
- Other costs as approved

Examples of ineligible costs include:

- Activities that do not provide public benefit
- Legal fees
- Onsite sewage treatment plants
- Enforcement activities
- Construction/renovation of upland restroom facilities
- All costs incurred prior to entering into a contract with the state of Michigan

Application Process

Applications are typically accepted in the spring and the fall of each year. The application packet should contain the following items:

- [Michigan Boating Pumpout Grant Program Application Form PR 1935](#)
- Copies of supplier or contractor estimates showing the cost of each component of the project. If doing work yourself, include a breakdown of materials and labor costs on a separate sheet of paper. Written bids/quotes on cost of pumpout equipment and installation costs are required as follows:
 - For projects with a total cost up to \$50,000, applicants should provide three quotes. At least one quote is required; justification must be provided if less than three quotes are submitted.

- For projects with a total cost over \$50,000, contact the Program Manager (see contact information below) to discuss your application prior to submission. Public posting of bids might be required.
 - In both instances, the lowest qualified bidder must be chosen and state staff approval obtained prior to purchase.
 - Photographs of the project area where pumpout is to be installed or the work is being done.
 - Maps:
 - Area map (general area of Michigan showing where your marina is located)
 - Site map (county or city map showing where your marina is located)
 - Site vicinity map (map illustrating the exact location of the proposed project)
 - Schematic Site Plan showing the layout of the marina, location of where project components will be developed. All project components should be clearly labeled on the plan as appropriate as existing, proposed, sewage connection and trenching lines, holding tank location, etc. (sketches and/or drawings are acceptable.)
 - A Data Universal Numbering System # (DUNS) must be obtained by calling 1-866-705-5711 or on-line at <http://fedgov.dnb.com/webform>
- Grant program staff will review the Application Packet and complete additional paperwork needed for federal submission and approval.
- Grant program staff will then submit the completed Application Packet to the USFWS for acceptance and final grant approval. Notification of application approval will occur after it has been approved by the USFWS.
- Once approved by USFWS, a Grant agreement between the State of Michigan and marina will be signed reflecting 75% of the total costs assumed by the Michigan Boating Pumpout Grant Program and 25% of remaining costs assumed by marina.
- Expenses cannot be incurred until this contract is finalized and signed, except for engineering, which can occur preaward.
- Marinas will be reimbursed for expenses after they are incurred under the terms of the contract and are submitted for reimbursement with supporting paperwork. Please note that funds may not be available to applicants until up to 3 to 6 months after initial approval by Michigan DNR.

Evaluation Criteria

Approval of applications will be based on the type of marine sewage disposal facility proposed, geographic location, number of boats served, and cost of the facility. Greater priority will be given to

projects that provide increased access to pumpouts and dump stations, taking into account cost considerations to provide the highest benefit for the monies spent.

Grant Administration

Once a project has been approved, all grantees will be required to review, sign, scan, and email the agreement back to MDNR. In addition, grantees will need to do the following:

1. Register as a vendor with the state of Michigan in SIGMA if not currently registered. This is the State of Michigan's accounting system that we will use to make payments. The following link allows you to register for the site:

<https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>

For any questions or issues regarding the registration process, please reach out to SIGMA directly. Contact information for the help desk is on the website above.

2. Since this funding is Federal, grantees are also required to have a Unique Entity Identifier (UEI), which allows the Federal Government to track their spending allocations. This was historically a DUNS number, but the Federal Government has since shifted to using the UEI. If you previously had a DUNS number, a UEI may be automatically assigned to you and is available for viewing in [SAM.gov](https://sam.gov). The websites below contain additional information about obtaining a UEI:

[Unique Entity Identifier Update | GSA](#)

[Online UEI Registration](#)

For any questions or issues regarding this process, please reach out to the Federal government directly. Contact information is included in the websites above.

Projects/contracts typically expire at the end of September in the year in which they were awarded. This requirement means that all expenses will have to be incurred by that date in order for them to be considered eligible for reimbursement. Final reporting and reimbursement can occur after that date, but the expenses must be incurred prior to or on that date. Please be sure to check your written and signed contract to confirm the final date for your project.

Reimbursement

To ensure reimbursement after completion of projects, all grantees are required to submit a [Pumpout Grant Program Payment Request Form](#) along with invoice(s) and proof of payment for any expenses incurred. In addition, grantees should submit photos and a brief description of their project to KosloskiC3@Michigan.gov and MichiganPumpouts@umich.edu.

Proof of payment can be in any of the following formats:

- paid invoice from company showing a zero balance
- itemized credit card receipt
- front and back of canceled check
- a copy of front of check and corresponding bank statement
- EFT/ACH transaction

For staff time, either a timesheets or the following details are required: name of staff member, date(s) and hours worked, hourly compensation, brief description of duties, and signature of staff member.

In addition, please submit clear photos of new equipment, along with a brief write-up describing the project – one or two paragraphs detailing what was completed (500 words maximum).

Example: How to Fill Out the Estimated Project Budget Sheet

To complete the budget sheet, first determine the cost of the item and then the percentages:

New pumpout installation total cost:	\$9,000
Match funds are 25% (\$2,250)	<u>× 0.25</u>
	\$2,250 Total Applicant Match
	\$9,000
	<u>- \$2,250</u> Total Applicant Match
	\$6,750 Total State Funds Requested

Example of Estimated Project Budget Sheet

Eligible Activity/Equipment	Name of Supplier or Contractor (if known)	Grant (75% of project)	Applicant Match (25% of project)	Total Estimated Costs
Pumpout System	Pumpout Installations, Inc.	\$2,250	\$750	\$3,000
Electrical	XYZ Electrical	\$6,750	\$2,250	\$9,000
Plumbing	XYZ Plumbing	\$1,500	\$500	\$2,000
TOTALS		\$10,500	\$3,500	\$14,000

Contact Information

Additional questions should be directed to:

Chip Kosloski, MDNR Grants Management Section, Finance and Operations Division, Clean Vessel Act Program Manager, KosloskiC3@Michigan.gov

Elizabeth Striano, Michigan Sea Grant, Communications Lead, estriano@umich.edu

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